

## INTERNSHIP TERMS & CONDITIONS

Please note, that if your CV/Resume, covering letter, photo, and references are not attached to this application form, then we cannot proceed with your placement.

Your application form must be filled out correctly and signed

Commuting distance to the company (Commuting time of 1 hour is generally accepted in all Australian cities due to the geography of the country) we will endeavour to place all students within this boundary of 1 hour or less travel time.

The applicant may ask to be placed with another organisation only should the following occur:

- Sexual/racial harassment or discrimination
- Inability of the company to continue operations
- Inability of the company to offer the applicant an internship
- The pre-dominant language spoken at the office is not English (unless already agreed with the applicant at the time of confirmation)
- If the applicant is dismissed from the company due to their English level provided the applicant has not misled Homestay Direct/partner organisation about their English level at the time of application.

Applicants must attend any interviews with companies as arranged by Homestay Direct. Homestay Direct has the right to refuse arranging any further interviews for the applicants and excluding the applicant from the program if the applicant refuses to attend interviews or there's evidence that the applicant performs inadequately at the interview purposely.

Once applicant has commenced in workplace, applicants are not allowed to reject their placement offer for any of the following reasons:

- Size of the company
- Number of employees at the company
- Location of the company
- Commuting distance to the company (Commuting time of 1 hour is generally accepted in all Australian cities due to the geography of the country)
- International profile of the company
- Change of preferences after application
- Changes in internship hours. A normal working week in Australia is approximately 40 hours. Applicants undertaking a full time internship may be required to do their internship for any period up to 30 to 40 hours per week (excluding lunch and other breaks)
- Personal issues with other staff members and the internship supervisor
- Level of supervision provided. Training and supervision will vary from one company to another. There are no minimum hours that the supervisor is obliged to spend with the applicant on a daily basis

Level of responsibility and tasks allocated. This is ultimately determined by the company and is dependent on the qualification/experience and performance of the applicant.

Refusal by the applicant to attend interviews will not constitute reasonable grounds for a refund.

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No alternative placement will be offered to applicants in the event of the applicant being asked to leave by the company for the following reasons:

- Negligence by the applicant in terms of misconduct or disobeying company procedures and policies
- Inability to perform training provided by the company due to inaccurate information provided by applicants on their application documents (CV, covering letter and any other documents)
- Leaving the company without informing Homestay Direct at least two weeks prior and/or without being given approval to do so by Homestay Direct.
- Taking time off for holidays, personal reasons without prior agreement with the company
- Taking sick leave without providing your company with an adequate medical certificate if asked to do so by the company
- Changing internship hours without prior permission from the supervisor at the company
- Not abiding by company rules
- Demanding payments from the host company if the internship is unpaid
- Acting in any way that adversely affects the smooth running or operations of the company. For example; unauthorised Internet downloads, using company resources in an unacceptable manner etc.

Homestay Direct is in no way responsible for any damages caused by the applicant during the internship program, where the damages may be of any nature. The applicant accepts all responsibility personally and understands that they are in no way to be regarded as employees of Homestay Direct.

The student acknowledges that all Confidential Information is and shall be the sole and exclusive property of the employer.

We will do everything possible to place you on your selected start date, however due to the differing nature of every company their time and financial commitments, the exact intended start date may not be available.

**I have read and accept unconditionally all the terms and conditions of this application form**

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

